

CHECKLIST FOR A RESIDENTIAL ASSISTED LIVING FACILITY LICENSE (RALF)

Use this checklist to track what you send to the Medicaid Licensing & Certification. This form is for your use only and need not be returned. Additional information and guidelines are available at www.assistedliving.dhw.idaho.gov. The application process is to be completed within 6 months of the date the application is initially submitted.

Note: *If your proposed building is currently in operation as an existing licensed residential assisted living facility, Medicaid Licensing & Certification must be notified at least ninety (90) days before the change of ownership.*

REQUIREMENTS		Date Completed
APPLICATION PART A		
STEP 1	Thoroughly read and review Title 3, Chapter 22, <u>Residential Care or Assisted Living Facilities in Idaho</u> and Idaho Code Title 39, Chapter 33, <u>Idaho Residential Care or Assisted Living Act</u> .	
STEP 2	Send us a completed Application Part A.	
STEP 3	Send us the \$500 fee for the building evaluation. Make your check payable to "Medicaid Licensing & Certification – DHW." DO NOT SEND CASH!!	
STEP 4	Send us a detailed floor plan for your facility (include all room measurements), or send us a copy of the blueprints. If you are planning new construction, consult with Medicaid Licensing & Certification throughout the construction process.	
BUILDING EVALUATION		
Note: <i>Give 90 days notice for building evaluation with at least 45 days to schedule the evaluation</i>		
STEP 5	Staff from this office will schedule and conduct an evaluation of the building. Make any corrections as directed in the building evaluation letter.	
POLICIES AND PROCEDURES		
Note: <i>Allow 60 days for review</i>		
STEP 6	Send us a complete set of your policies and procedures. A review worksheet is included in the application packet for minimum acceptable policies and procedures. Your policies and procedures must be approved by this office before a license will be issued. Note on the worksheet the page number where each requirement is addressed in your policies and procedures.	
APPLICATION PART B		
STEP 7	Send us a completed Application Part B.	
STEP 8	Send us a copy of the proposed administrator's Residential Care Administrator License.	
STEP 9	Send us a copy of the Articles of Organization AND Certificate of Assumed Business Name from the office of the Secretary of State.	
STEP 10	Send us a copy of the Lease Agreement, Purchase Agreement, or Warranty Deed. If changing ownership of an existing licensed facility, DO NOT sign the lease/closing documents until the date the Department issues you a license.	
FINAL BUILDING EVALUATION/RELEASE OF BUILDING		
Note: <i>Allow at least 30 days to schedule</i>		
STEP 11	Release of your building by Medicaid Licensing & Certification for continuation of the licensing process. Note: a license must be issued to the facility before residents may be admitted.	